

Appendix D

Sample Summary Evaluation Scoring Sheet for Written Proposals

SAMPLE SUMMARY EVALUATION SCORING SHEET FOR WRITTEN PROPOSALS

RFP NO. _____

EVALUATION FACTORS	Maximum Points Possible	Bidder #1	Bidder #2	Bidder #3	Bidder #4
1. TECHNICAL PROPOSAL (35%) [RFP Section 3.2, A – D]					
a) Proposed project approach & methodology	15	_____	_____	_____	_____
b) Quality of work plan	35	_____	_____	_____	_____
c) Feasibility of proposed schedule	10	_____	_____	_____	_____
d) Description of proposed deliverables	10	_____	_____	_____	_____
SUBTOTAL FOR THIS SECTION	70				
2. MANAGEMENT PROPOSAL (30%) [RFP Section 3.3, A & B]					
a) Project Team Structure/Internal Controls	15	_____	_____	_____	_____
b) Staff qualifications & experience	15	_____	_____	_____	_____
c) Consultant's relevant experience	30	_____	_____	_____	_____
SUBTOTAL FOR THIS SECTION	60				
3. COST PROPOSAL (35%) [RFP Section 3.4]					
Bidders receive points based upon a percentage derived by dividing their bid into the lowest bid and then multiplying the percentage derived by 70 (maximum points for this section).		_____			
SUBTOTAL FOR THIS SECTION	70				
TOTAL SCORE	200				
4. REFERENCES [RFP Section 3.3, C]					
Checked for top scoring proposer(s) only.	10	_____			
FINAL SCORE – Written Proposal	210				